

CHECKLIST FOR PROCESSING CLASSIFICATION ACTIONS

When accepting Classification Actions involving Reviews or Cancel/Establish new positions from your managers/supervisors, please ensure the following items are checked/included:

- _____ Please send an electronic file of draft CPD/SCPD.
- _____ Ensure draft CPD/SCPD is in AF Format.
- _____ Total number of duties should be no more than 5 or 6
- _____ Each major duty should be followed by reasonable/appropriate Performance Standards (keep these brief and limit to 2-3 standards per duty)
- _____ The number of KSAs should be limited generally to 6 or less
- _____ Ensure draft CPD/SCPD coversheet is signed/dated by supervisor or someone in the supervisory channel from the submitting organization.
- _____ Indicate percentage of time for each major duty. In accordance with the AFI/AFM regarding performance management, each duty is now critical, unless your local bargaining unit agreement states otherwise
- _____ If position is supervisory, ensure that the document contains a duty element that clearly and fully addresses supervisory responsibilities and indicates percentage of time. The Standard Core Personnel Document (SCPD) Library contains supervisory templates for both General Schedule and Federal Wage System.
- _____ Include an up-to-date organizational chart (wiring diagram) that clearly shows all civilian/military positions in the immediate organizational unit where the position being reviewed/established is located. Chart(s) should also clearly illustrate at least one supervisory level above the unit where position in question is located.
- _____ Include a completed *Request for Position Review or Establishment of New Position* questionnaire for any review/cancel/establish/fill actions.
- _____ Include a good mission/functional statement for the organization
- _____ Check to see if an SCPD exists. If an SCPD exist, provide a brief statement why it was not used.

We highly recommend that the CPF staff or supervisor call us prior to submitting these type of PAR's to ensure we cover all requirements for a specific request.